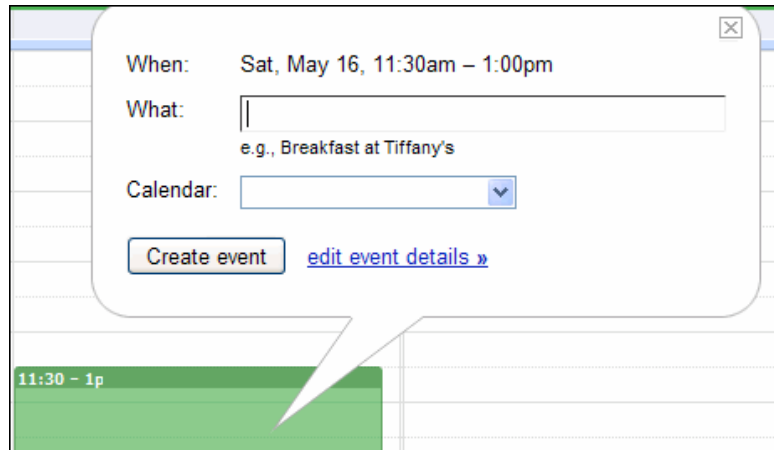


Google Calendar: Get Started *(log on at: <http://gcal.lbl.gov>)*

Add events

Create an event by clicking on its time slot in the calendar (drag your mouse to alter the length of the event).

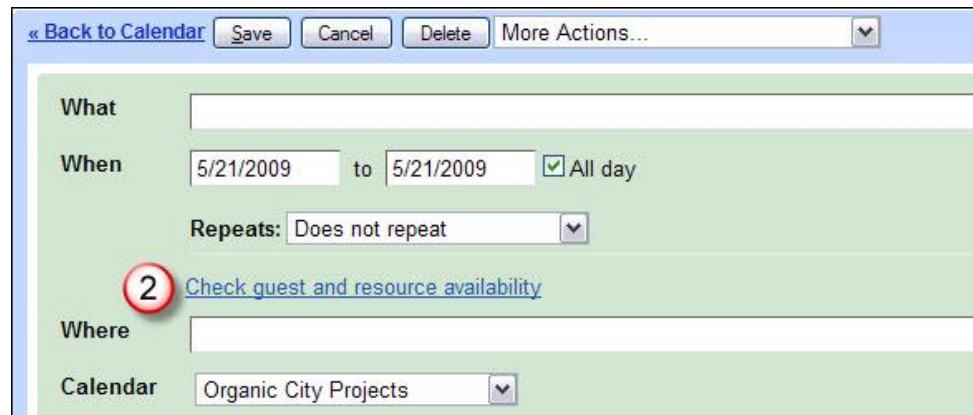
After entering the event title, you can click **Create Event** if you're all done, or **edit event details** if you want to add more information.



The screenshot shows a dialog box for creating a new event. It has fields for 'When' (Sat, May 16, 11:30am – 1:00pm), 'What' (with a placeholder 'e.g., Breakfast at Tiffany's'), and 'Calendar' (a dropdown menu). At the bottom are two buttons: 'Create event' and 'edit event details »'. A green bar in the background indicates the time slot '11:30 – 1p'.

Edit the details of an event

Visit the event details page to customize your event. You'll be able to add guests, reserve meeting rooms, and set reminders for the event.:



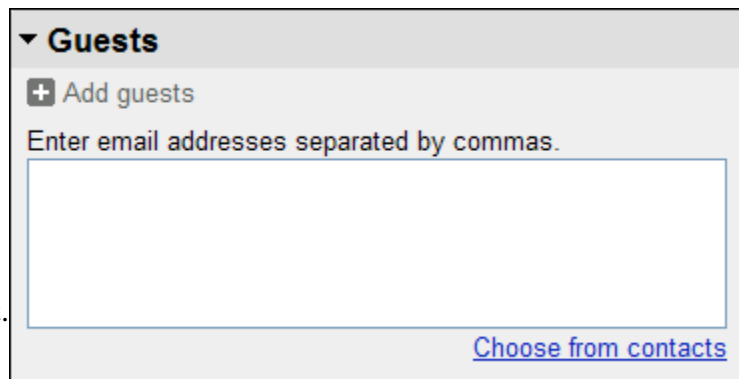
The screenshot shows the 'Edit event details' page. It has a header with links like '« Back to Calendar', 'Save', 'Cancel', 'Delete', and 'More Actions...'. The main form has fields for 'What', 'When' (5/21/2009 to 5/21/2009, with an 'All day' checkbox), 'Repeats' (Does not repeat), 'Where', and 'Calendar' (Organic City Projects). A red circle with the number '2' highlights the link 'Check guest and resource availability'.

Here's how it works:

Invite guests to your event

1 Click on **Add guests** and enter the email addresses of the folks you'd like to invite to your event.

You can also click **Choose from contacts** to select from your contact list.



The screenshot shows the 'Guests' section of the event details page. It has a header '▼ Guests' and a '+ Add guests' button. Below is a text input field with the instruction 'Enter email addresses separated by commas.' and a 'Choose from contacts' link at the bottom right.

Set reminder notifications

2 There are three different types of reminder options in Calendar: Pop-up, Email, SMS*



The screenshot shows the 'Options' section of the event details page. It has a header '▼ Options' and a 'Reminder' section. The 'Reminder' section has two rows: 'Pop-up' with a dropdown set to '5 minutes' and a 'remove' link, and 'Email' with a dropdown set to '10 minutes' and a 'remove' link. At the bottom is a red link 'Add a reminder' with a hand cursor pointing to it.

Set multiple reminders and never miss another meeting! Be reminded via email a week in advance, via SMS an hour before the event, and via pop-up with four minutes to spare. Just click **Add a reminder** and select a format and time interval.

* Note: Your mobile device will first need to be verified on the **Mobile Setup** tab in the **Calendar Settings**.

3 Find a meeting room

What

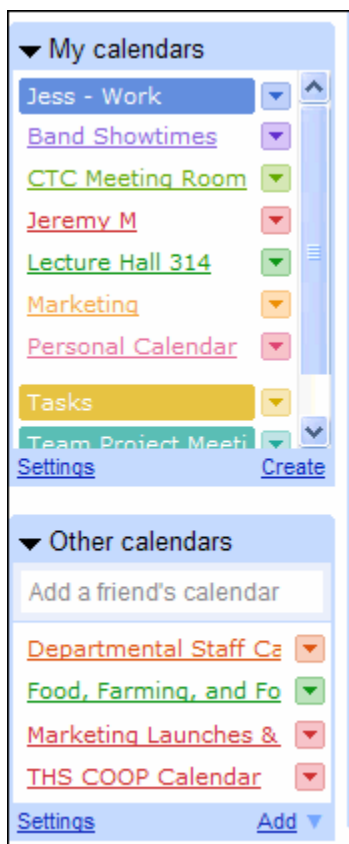
When to ☐ All day

Repeats:

[Check guest and resource availability](#)

Click the **Check guest and resource availability** link to book a conference room for a meeting, or to check your guests' schedules.

View events from multiple calendars



Google Calendar allows you to view multiple calendars at once. You can have one calendar for work meetings, another for a specific project, and a third for your personal use. Add your colleagues' calendars and view events from multiple calendars, side-by-side on the same calendar grid. Organizing your time has never been simpler.

To display events scheduled on a particular calendar, click on the calendar name. In your calendar list, calendars that are selected for viewing are highlighted by the colored bar.

Events will be displayed according to the calendar's color. To change the color for any calendar, just click the down-arrow next to the calendar name and select from the colored boxes that appear.

